



CITY OF AKRON, OHIO
POLICE DIVISION
AUGUSTUS A. HALL, CHIEF OF POLICE

NUMBER P-2010-043	EFFECTIVE DATE May 19, 2010	RESCINDS P-08-043 Issued 8-1-08
SUBJECT Processing Court Orders to Seal Official Records		ISSUING AUTHORITY Chief Augustus A. Hall

I. POLICY

All employees of the Akron Police Department shall treat records that have been sealed as confidential records. Information contained in sealed records will be released only in accordance with the Ohio Revised Code¹.

II. PROCEDURE

A. OFFICER'S RESPONSIBILITIES


1. Any officer notified in writing that a record has been ordered sealed shall return the written notification within three working days of receipt. All personal copies of reports and photographs will be forwarded to the Crime Scene Unit (CSU) where the reports will be filed with the sealed record.
2. Officers shall not discuss with any person not employed within the Akron Police Department, any information concerning a person's record that has been ordered sealed.
3. Request for copies of such report shall be referred to CSU.

B. SUBDIVISION COMMANDER'S RESPONSIBILITIES

1. Upon receipt of a copy of an order to seal records, respective subdivision personnel shall, within three working days, cause all records and photographs within the subdivision, pertaining to the individual whose record has been ordered sealed, to be marked or stamped, "contains sealed records."
2. If a record contains multiple suspects or arrest information, the name of the person whose record has been sealed shall be clearly indicated on all notations. A copy of the court order will then be attached to the report or record.
3. Return a copy of the court order to CSU, signed by the employee who sealed the record.

- C. Failure to comply with certain sections of this procedure or misuse of information contained in sealed records may subject an employee to criminal charges.

By Order Of,



Augustus A. Hall
Chief of Police

Date 5-4-10

¹ Ohio Revised Code Sections 2935.36, 2953.32 and 2953.52-54